

Operations Supervisor

Posted By: Lathiya And Patel Dentistry Professional Corporation

Location: London

Salary: \$36 Per Hour

JOB ID : RJ4234087

Posting Date : 05-Jul-2025

Expiry date : 01-Jan-2026

Education : College/CEGEP

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Tasks

- Train workers in duties and policies
- Prepare and submit reports
- Ensure smooth operation of equipment
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies

Co-ordinate activities with other work units or departments
Offer mentoring
Consult with clients after sale to provide ongoing support
Establish work schedules and procedures
Review and examine insurance claims

Supervision

5-10 people

Experience and specialization

Computer and technology knowledge

MS Excel
MS Outlook
MS PowerPoint
MS Word

Additional information

Personal suitability

Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Organized
Reliability
Team player

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: lathiyaandpateldentistry@gmail.com

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